

## ACCEPTANCE GUIDELINES FOR NOTICES TO APPEAR

	NTA/supplemental documentation	Accept/Reject
<b>DATES AND TIMES</b>	The NTA directs an initial appearance at a date and time the court is open for business.	Accept.
	The NTA directs an initial appearance at a date and time “TBD.”	Accept.
	The NTA directs an initial appearance using the 24-hour clock (also known as “military time” – e.g., 13:00/1300 = 1:00pm).	Accept.
	The NTA directs an initial appearance on a date the court is not open for business (e.g., December 25).	Reject.
	The NTA directs an initial appearance on a date that does not exist (e.g., September 31).	Reject.
	The NTA directs an initial appearance at a time the court is not open for business (e.g., midnight – 12:00am).	Reject.
	The NTA directs an initial appearance at a date and time that has passed before the NTA is filed (e.g., hearing date 3/4/19, filed on 3/8/19).	Reject.
<b>LOCATIONS</b>	The NTA says it will be filed in Court A and is actually filed in Court A.	Accept.
	The NTA says it will be filed in Court A but DHS serves the respondent a memo stating the NTA will be filed in Court B. The NTA is then filed in Court B.	Accept (as long as the new court notice is filed along with the NTA, was served upon the respondent, and the notice contains the court’s correct address).
	The NTA says it will be filed in Court TBD but DHS serves the respondent a memo stating that the NTA will be filed in Court A. The NTA is filed in Court A.	Accept (as long as the new court notice is filed along with the NTA, was served on the respondent, and the notice contains the court’s correct address).
	The NTA contains the wrong address for the court in which it is filed.	Reject.
	The NTA says it will be filed in Court A but is actually filed in Court B with no notice to the respondent of the court change.	Reject.
	The NTA says it will be filed in Court A but DHS serves the respondent a memo stating that the NTA will be filed in the court nearest to the respondent’s address (without specifying which court that is). The NTA is then filed somewhere other than Court A.	Reject.
	The NTA says it will be filed in Court TBD but DHS serves the respondent a memo stating that the NTA will be filed in the court nearest to the respondent’s address (without specifying which court that is). The NTA is then filed anywhere.	Reject.
	The NTA says it will be filed in Court TBD. DHS issues no memo indicating which court it is being filed in. The NTA is then filed anywhere.	Reject.

**If an NTA falls into any “reject” category, it should be rejected. When in doubt, ask your court administrator.**